

Schedule 25-6

DEPARTMENT OF MOTOR VEHICLES DRIVERS LICENSE EXAMINING DIVISION

APRIL 11, 1996

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

**REQUEST FOR APPROVAL OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA	SCHEDULE NUMBER
	25-6
	AGENCY, BOARD OR COMMISSION
	Department of Motor Vehicles
	DIVISION, BUREAU OR OTHER UNIT
	Driver License Examining Division
	Supersedes Edition of May 16, 1990

PART I -- AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.	
SIGNATURE *	
<i>Gloria G. Hansen</i>	
TITLE	DATE
<i>Director</i>	<i>March 29, 1996</i>

PART II -- ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.	
SIGNATURE *	
<i>Andrea I. P.</i>	
STATE ARCHIVIST	DATE
	<i>Apr. 5, 1996</i>

PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.	
SIGNATURE *	
<i>[Signature]</i>	
ADMINISTRATOR	DATE
	<i>4-11-96</i>

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of agency records, ***regardless of the media on which they reside***, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

INDEX

SCHEDULE 25-6 DEPARTMENT OF MOTOR VEHICLES DRIVER LICENSE EXAMINING DIVISION

	Item	Page
CAR REPORTS	25-6-3	5
CDLIS DAILY ACTIVITY REPORTS.....	25-25-6-4	5
CDLIS/PDPS MONTHLY SUMMARY REPORTS	25-6-5	5
CDL THIRD PARTY TESTER AND EXAMINER RECORDS	25-6-6	5
COMMERCIAL DRIVER EDUCATION RECORDS	25-6-1	5
DRIVER'S LICENSE EXAMINER'S STATISTICAL REPORTS	25-6-2	5
EXAMINING APPROVED AND CANCELED FILES.....	25-6-7	5
NEBRASKA DRIVER'S MANUAL.....	25-6-9	5
OUT-OF-STATE RENEWAL FORMS.....	25-6-10	6
PDPS DELAYED SEARCH REPORTS	25-6-11	6

SCHEDULE 25-6 – DEPARTMENT OF MOTOR VEHICLE- DRIVER LICENSE EXAMINING DIVISION

25-6-1 COMMERCIAL DRIVER TRAINING SCHOOL AND INSTRUCTOR RECORDS

Formerly COMMERCIAL DRIVER EDUCATION RECORDS. Records relating to commercial driver training schools and instructors. Includes application forms for each, surety bond and copies of receipts and certificates. Renewed annually.

Dispose of 2 years after expiration of license, provided audit has been completed.¹

25-6-2 DRIVER'S LICENSE EXAMINER'S STATISTICAL REPORTS

Formerly DRIVER'S LICENSE EXAMINER'S REPORTS. Statistical reports from Driver's License Examiners as to the number of persons examined, passed and failed. Reports are computer generated daily by county, area and state, monthly by area and state and annually by state.

DAILY AND MONTHLY REPORTS: Transfer to the State Records Center after 2 years; dispose of after 5 years.

ANNUAL REPORTS: Retain permanently.

25-6-3 CAR REPORTS

Monthly car reports sent in by Driver's License Examiner's for verification against the TSB invoice.

Dispose of after 2 years.

25-6-4 CDLIS DAILY ACTIVITY REPORTS

Commercial licensing activity entered and sent to CDLIS from the Nebraska mainframe computer system the previous day.

Dispose of after 1 year.

25-6-5 CDLIS/PDPS MONTHLY SUMMARY REPORTS

Summary of all CDLIS and PDPS activity of each month which is used to compile statistics and as a verification against the AAMVAnet invoice.

Transfer to the State Records Center after 2 years; dispose of after 5 years.

25-6-6 CDL THIRD PARTY TESTER AND EXAMINER RECORDS

Records relating to CDL Third Party testers and examiners. Includes application forms for each, proof of insurance, drive route, receipts and certificates. Renewed bi-annually.

Dispose of 2 years after expiration of certificate.

25-6-7 EXAMINING APPROVED AND CANCELED FILES

Formerly RECALL FILES. Correspondence generated when individuals are recalled or when additional licensing information is required.

Transfer to the State Records Center after 1 year with box reference number located on microfilm; dispose of after 8 years.

25-6-8 NEBRASKA DRIVERS' MANUAL

Include in printing contract to have copies sent to Library Commission as per 124-1-174.

DMV Copies: Dispose of after superseded.

25-6-9 OUT-OF-STATE RENEWAL FORMS

Paperwork associated with processing out-of-state renewals.

Dispose of after 2 years.

25-6-10 PDPS DELAYED SEARCH REPORTS

Matches on PDPS as a result of a delayed search within the last 104 days.

Dispose of after 1 year.

NOTES

1. These records may be disposed of after the required retention period provided the audit of the Comprehensive Annual Financial Report (CAFR) is complete and any required federal audit is complete *and all related audit comments have been resolved*. Check with the organization that performed the audit, either the Auditor of Public Accounts or the Federal cognizant agency, if there is a question whether resolution is complete.

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

--

DATE	SIGNATURE
------	-----------

SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS
ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size	9 cubic feet
Lateral File, 4 drawer/shelf legal-size.....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load.....	50 cubic feet